

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 2 March 1956

FROM : Chief, Plans & Policy Staff

SUBJECT: Weekly Activity Report #9

I. SIGNIFICANT ITEMS: None.

II. OTHER ITEMS:

A. Projects Underway

1. Revision of CIA Regulation [] Draft awaiting policy suggestions from [] and procedural modifications from the Administrative Branch.
2. Overseas military mobilization requirements. Review of personnel staffing patterns proposed by the Theaters and the Military Personnel Division, Office of Personnel, is underway.
3. Preparation of staff studies and other planning documents relative to the OTR War Plan has been initiated. End-products of this plan will include Annex 1, War Training Annex to the Global War Plan, a wartime headquarters training organization and other directives required by the current Hot War Planning Program. [] of the Operations School will assist the staff in this work.
4. New Building Plans--All Agency components have been requested to submit:
 - a. Narrative analysis of its working relationships;
 - b. A new determination of its office type space requirements;
 - c. A new determination of its other space requirements.[] has completed a. and b. and will prepare c. for review of Staff and School Chiefs before forwarding to Building Plans Staff.
5. Reading Improvement course for new personnel. This Staff has prepared a study to determine the course of action to

JOB NO. _____ PCK NO. _____ FLD NO. _____ DOC. NO. 42 NO CHANGE
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S C RET. JUST: 22
NEXT REV DATE 09 REV DATE 44-12-77 REVENUE: [REDACTED] TYPE DOC. 02
NO. PGS 2 CREATION DATE _____ ORG COMP 11 CFI 11 ORG CLASS S
REV CLASS C REV COORD. _____ AUTH: HR 793

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be recommended by OTR to the DD/S relative to the DCI's remark that all new personnel should receive basic training in reading improvement. Study and recommendations have not yet been forwarded.

- X B. This Staff has initiated a study, in response to a request from the Chief, A & E Staff, which pertains to the development of a cadre of psychologists who could be immediately brought on duty if a national emergency should occur.

III. PERSONNEL ITEMS: None.



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TAB

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

FROM : Chief, Plans & Policy Staff

SUBJECT: Weekly Activity Report #7

DATE: 20 February 1956

1. SIGNIFICANT ITEMS11. OTHER ITEMS:

A. Projects Underway

1. Revision of CIA Regulation [] Draft awaiting policy suggestions from [] and procedural modifications from the Administrative Branch. 25X1 25X1
2. Overseas military mobilization requirements. Review of personnel staffing patterns proposed by the Theaters and the Military Personnel Division, Office of Personnel, is underway.
3. Headquarters military mobilization requirements. Requirements for preparation of staffing pattern received from MPD/OP. Staff study to be initiated to determine planning factors. Completed Reserve Personnel questionnaires returned to MPD.
4. OTR Regulation. OTR speakers index-final revision forwarded to ADTR for approval.
5. OTR Regulation - Acquisition and control of instructional materials - final revision forwarded to ADTR for approval.

B. Preparation of staff studies and other planning documents relative to the OTR War Plan has been initiated. End-products of this plan will include Annex 1, War Training Annex to the Global War Plan, a wartime Headquarters training organization and other directives required by the current Hot War Planning program. [] of the Operations School will assist the staff in this work. 25X1

C. New Building Plans - All Agency components have been requested to submit a narrative analysis of its working relationships. The narratives in OTR will be drafted by this staff and submitted to School and Staff Chiefs for review on an expedite basis before forwarding to the DD/S Liaison Officer.

JOB NO. [] BOX NO. [] FLD NO. [] DOC. NO. 43 NO CHANGE
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS & C RET. JUST 22
NEXT REV DATE 09 REV DATE 11-27-79 REVIEWER [] TYPE DOC. 02
NO. PGS 2 CREATION DATE [] ORG COMP 11 ORG CLASS S
REV CLASS C REV COORD. AUTH: HR 70-3

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- D. War Plans reviewed. OTR comments have been completed on these field war operating plans: [redacted]

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[redacted] Annex A, Administrative and Logistics.

- E. Reading Improvement Course for New Personnel. This staff is preparing a study to determine the course of action to be recommended by OTR to the DD/S relative to the DCI's remark that all new personnel should receive basic training in reading improvement.

111. PERSONNEL NOTES:

- A. [redacted] transferred from this Staff to the Basic School on 10 February 1956.

- B. [redacted] joined this Staff on 13 February 1956.

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